

MANISTEE AREA PEG COMMISSION
MEETING MINUTES
October 15, 2003

A regularly scheduled meeting of the Manistee Area PEG Commission was held on October 15, 2003 at 6:30 p.m. in room 113 of the Manistee High School, 525 Twelfth Street, Manistee, Michigan.

MEMBERS PRESENT: J. Ball, M. Tillotson, K. Fenstermacher, L. Trucks

MEMBERS ABSENT: J. Mencarelli, M. Carlson, N. Leslie

OTHERS PRESENT: S. Scrimger, K. Brown

There was a motion by Trucks, seconded by Ball to move the Discussion of Operating Forms & Procedures and Discussion of Program Manager Contract to the front of the agenda.
Motion passed 4-0.

There was a motion by Fenstermacher, seconded by Ball to accept the minutes of the September 17, 2003 meeting.
Motion passed 4-0.

In Mr. Mencarelli's absence, K. Brown gave an update on Channel 2 activities.

DISCUSSION OF OPERATING FORMS & PROCEDURES - The City Attorney commented on the proposed policy and procedure manual. He felt that the manual as approved by the PEG Commission was acceptable, but recommended the inclusion of a specific statement that all underwriting is to be done in compliance with FCC Guidelines. S. Scrimger was directed to include this statement and forward the policy and procedure manual to City Council for review.

DISCUSSION OF PROGRAM MANAGER CONTRACT - The City Attorney discussed the proposed contract with the Commission. After a discussion of responsibilities outlined in the contract, the City Attorney recommended that the contract be rewritten in a more appropriate format. The City Attorney offered to rewrite the contract. Since this will substantially change the wording, the contract will come back to the PEG Commission for approval. K. Brown requested that the term *Program Manager* be changed to *Executive Director*.

There was a motion by Fenstermacher, seconded by Trucks to change the term *Program Manager* to *Executive Director* in the proposed contract.
Motion passed 4-0.

MICHIGAN ASSOCIATION OF PUBLIC ACCESS TV MEMBERSHIP - K. Brown will do some research and report to the next meeting.

REQUEST FOR MONIES - There was a motion by Fenstermacher, seconded by Trucks to purchase 100ea SVHS Tapes at a cost not to exceed \$500.00.
Motion passed 4-0.

NEWSPAPER COVERAGE OF PEG SCHEDULE - K. Brown will research this and report at the next meeting.

PROGRAM MANAGER - EQUIPMENT NEEDS - K. Brown discussed the need for a computer; he will research this further and report at the next meeting.

EXPENSE REIMBURSEMENT POLICY - K. Brown and S. Scrimger will research and report at the next meeting.

LIVE BROADCASTING - There was a discussion of live broadcasting possibilities.

TV 2 WEBPAGE - There was a discussion of the possibility of a web page for TV 2.

OTHER - There was a motion by Trucks, seconded by Ball to pay K. Brown for 3 weeks services, beginning 9-29-03.
Motion passed 4-0.

NOTIFICATION REGARDING THE NEXT REGULARLY SCHEDULED MEETING - The next meeting was scheduled for November 19, 2003.

The meeting adjourned at 8:06 pm.